DOCUMENT RESUME

ED 418 707 IR 057 004

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TITLE CD-ROM Technology: A Manual for Librarians and Educators.
ISBN ISBN-0-7864-0501-5
PUB DATE 1998-00-00
NOTE 299p.
AVAILABLE FROM McFarland & Company, Inc., Box 611, Jefferson, NC 28640 ($39.95 plus $4 shipping/handling).
PUB TYPE Books (010) -- Guides - Non-Classroom (055)
EDRS PRICE Document Not Available from EDRS.
DESCRIPTORS Computer Software Development; Computer System Design; Copyrights; Decision Making; Educational Equipment; Educational Finance; *Educational Technology; Elementary Secondary Education; Evaluation Criteria; Guidelines; *Library Collection Development; Library Equipment; *Optical Data Disks; Problem Solving; Resource Allocation; School Libraries

ABSTRACT

The maturity of CD-ROM technology now shows a dramatic change in the way librarians and teachers do their jobs. Among their biggest challenges are deciding on equipment requirements and managing the disk collection. This manual is a step-by-step guide to making the most of CD-ROM technology in schools and libraries--from the acquisition of workstations to purchasing and installing disks. Part One "Administrator's Guide" focuses on (1) designing a CD-ROM system, (2) evaluating CD-ROM titles, and (3) developing acquisition strategies. Such topics as hardware requirements, furniture, financial planning, selection criteria, compatibility between systems, copyright issues, and licensing are covered. Part Two "Practitioner's Guide" is a practical guide to managing the CD-ROM system, including details on (4) installation of the titles, (5) maintaining hardware and software, and (6) troubleshooting the system. Part Three "Technical Guide" deals with information on such matters as (7) preparing to install CD-ROM titles and (8) installing CD-ROM titles, solving common problems associated with (9) DOS, (10) Windows 3.X, (11) Windows 9X, (12) and Macintosh operating systems. Appendices include a description of optical disc and related technologies for libraries and schools, a glossary, a directory of resources, and a recommended reading list. (AEF)

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